

Green Quest Recycling

Position: Traffic Dispatcher

The Traffic Dispatcher will coordinate and schedule drivers for pick-up and delivery in a safe, efficient, and timely manner.

Supervisory Responsibilities:

- Manage Office and Traffic Operations

Duties/Responsibilities:

- Schedules drivers for pick-up and delivery; selects most efficient routes for each driver.
- Oversees equipment availability; assigns drivers, trucks, and drivers when needed.
- Consolidates orders into truckloads for specific destinations.
- Anticipates weather complications along routes and at the drivers destinations; communicates delays and route changes as necessary.
- Maintains radio and/or phone contact with drivers and customers. Receives and dispatches response and emergency aid when needed.
- Maintains and reviews billing and operation records; monitors daily logs for errors and/or compliance violations.
- Monitors drivers working hours to ensure compliance with federal and state laws and regulations.
- Maintain DOT and Safety Files.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong organizational skills to prepare and assign routes.
- Strong leadership skills to ensure drivers compliance with direction and assignments.
- Basic understanding of geographical area and mapping programs to facilitate efficient routing.
- Proficient with or able to quickly learn dispatch and recordkeeping systems.
- Ability to work at a fast pace and under pressure.

Education and Experience:

- High school diploma or equivalent required; Associates degree in Transportation, Logistics, or related field preferred.
- At least three years of related experience and execution of similar duties in warehouse/freight operations required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Also be responsible for the general operation of our office. Duties will involve greeting visitors, answering incoming phone calls, purchasing office supplies and taking proper inventory, operate scale and supervise the team to ensure maximum productivity.

To be a successful hire, you will need to have prior experience in office administration. You will also need to be proficient in Microsoft Office applications such as Word and Excel.

Responsibilities:

- Overseeing general office operation.
- Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers.
- Coordinating appointments and meetings and managing staff calendars and schedules.
- Supervising, mentoring, training, and coaching our team and delegating assignments to ensure maximum productivity.
- Purchasing office supplies and equipment and maintaining proper stock levels. Keeping the stock room clean and organized.
- Producing reports, and composing correspondence with our team and customers.
- Creating presentations and other management-level reports.

Requirements:

- Three to Five years of experience in office administration and Management.
- Create and maintain QuickBooks online company data.
- Understand the account and company setup steps and maintain general knowledge of the major areas of the QuickBooks Online Application.
- Create and maintain customer records, including contact information, payment terms, and any other information required.
- Create and maintain customer records including contacts and delivery information.
- Enter company invoices and other forms such as sales receipts.
- Create and maintain new and current employees contact information, payroll salary, or rate information and related employment data such as W-4's and other new hire paperwork.
- Invoice Customers, upon approval distribute invoices to customers via e-mail or mail.
- Enter bills into QuickBooks online upon approval.
- Prepare bank deposits.

- Answer questions from Vendors, employees, and customers about their bills, paychecks and invoices.
- perform miscellaneous job duties as assigned.
- Ability to communicate both orally and in writing with the owners, team and vendors and customers.
- Flexible and adaptable to change.
- Must have good attendance and be punctual.